This addendum is used to capture site specific changes to the Petroleum Service Corporation General Safe Switching Procedure. Record the requested changes in the relevant section below. If there are no changes required for a particular section mark that section as "NONE". After the addendum is completed it must be submitted to the Switching Steering Committee for review and approval. The addendum is not considered approved until a valid Document Number has been assigned by the steering committee.

5.0 Personal Protective Equipment (PPE)

The following sections have been revised to meet site specific requirements:

Fire Retardant Clothing (FRC) with reflective markings required at ExxonMobil Beaumont.

6.0 Communications / Commands

The following sections have been revised to meet site specific requirements:

Reverser must be removed as part of the red zone isolation procedure. Engineer must communicate "reverser out" when granting red zone to ground personnel.

7.0 Operating Speeds

The following sections have been revised to meet site specific requirements:

Maximum speed limit in the facility shall not exceed:

1. 8 mph yards
2. 4 mph in loading areas/ road crossings
3. 2-3 mph when coupling
4. 2 mph when approaching a congested area

8.0 Safe Body Positioning

The following sections have been revised to meet site specific requirements: NONE

9.0 Red Zone

The following sections have been revised to meet site specific requirements:

Reverser must be removed as part of the red zone isolation procedure.

10.0 Protecting the Move (Ensuring Direction of Travel is Clear)

The following sections have been revised to meet site specific requirements: NONE

11.0 Mounting & Dismounting Equipment

The following sections have been revised to meet site specific requirements: NONE

12.0 Dismounting Equipment in case of emergency (only)

The following sections have been revised to meet site specific requirements: NONE

13.0 Riding Equipment

The following sections have been revised to meet site specific requirements: NONE

14.0 Tank Car Riding Guidelines

The following sections have been revised to meet site specific requirements: NONE

15.0 Hopper Car Riding Guideline

The following sections have been revised to meet site specific requirements: NONE

16.0 Locomotive and Railcar Mover Riding Guidelines

The following sections have been revised to meet site specific requirements: NONE

17.0 Track Switches

The following sections have been revised to meet site specific requirements:
Walking between switch stands and railroad tracks is prohibited.

18.0 Operating Track Switches

The following sections have been revised to meet site specific requirements: NONE

19.0 Safety Cones

The following sections have been revised to meet site specific requirements: NONE

20.0 Blue Flag

The following sections have been revised to meet site specific requirements:

A Blue Flag is NOT equivalent to a lock used to isolate hazardous energy. Blue Flags are not considered energy isolation devices.

21.0 Derails

The following sections have been revised to meet site specific requirements: NONE

22.0 Derail Operation

The following sections have been revised to meet site specific requirements: NONE

23.0 Clear Markers

The following sections have been revised to meet site specific requirements: NONE

24.0 Minimum Handbrake Requirement

The following sections have been revised to meet site specific requirements:

Whenever a car or cars are removed from a string of cars, a Switchman MUST ensure that a minimum of two (2) and 10% of the cars that remain have the handbrake set.

25.0 Applying Handbrakes

The following sections have been revised to meet site specific requirements: NONE

26.0 Releasing Handbrakes

The following sections have been revised to meet site specific requirements: NONE

27.0 Brake Stick Operating Procedure

The following sections have been revised to meet site specific requirements: NONE

28.0 Knuckles

The following sections have been revised to meet site specific requirements: NONE

29.0 Manually Opening Knuckles

The following sections have been revised to meet site specific requirements: NONE

30.0 Couplers

The following sections have been revised to meet site specific requirements: NONE

31.0 Adjusting Couplers

The following sections have been revised to meet site specific requirements: NONE

32.0 Train Line Air Hoses

The following sections have been revised to meet site specific requirements: NONE

33.0 Lacing Train Line Air Hoses

The following sections have been revised to meet site specific requirements:

All railcars will be laced up with 100% positive air flow with the exception of BP 8 track spot cars due to slick surfaces inside the rack area where the switchman has to cross over in such conditions that presents slipping hazards. Air must be laced once cars have been pulled from loading rack area.

34.0 Replacing Train Line Air Hose Gasket

The following sections have been revised to meet site specific requirements: NONE

35.0 Uncoupling Train Line Air Hoses Between Railcars

The following sections have been revised to meet site specific requirements: NONE

36.0 Uncoupling Train Line Air Hoses from Locomotive

The following sections have been revised to meet site specific requirements: NONE

37.0 Entering a Loading Rack Area

The following sections have been revised to meet site specific requirements:

38.0 Facility Emergencies

The following sections have been revised to meet site specific requirements: NONE

39.0 Incident Protocol

The following sections have been revised to meet site specific requirements: NONE

Site Specific Requirements- Crossings

The following sections have been revised to meet site specific requirements:
Switch crew MUST MANUALLY activate the below flashing lights before train movements in the area:

- B&P 7 Track – 1 switch at crossing, 2 switches at breezeways
- B&P 8/ 9/ 10 Tracks - 1 switch at crossing
- B&P Sycamore crossing - 1 switch at crossing
- County Rd Crossing – 1 switch by Gate 2 Crossing

Switch crew MUST contact ExxonMobil Security before moving between sites or if B&P gate is opened to make moves.

- Security main gate console will activate the flashing lights at the Refinery crossings.

Barricades MUST be placed at Gate 12 crossing for switching activities in the refinery classification yard.

Crossings CANNOT be continuously blocked for more than 15 minutes.

- EXCEPTION: Gate 12 crossing ONLY – Barricades must be removed every 30 minutes

Mainline Access

End of train flashing indicator is required when travelling between plants.

KCS MUST grant clearance to mainline before moving between sites.

Mainline Access: **NOTE:** Train movement is not permitted past County Road when any other train or rail equipment (i.e. hi-rail truck) passes Sycamore Road heading towards ExxonMobil. If a KCS or UPRR train crew is switching on the Chaison Branchline, PSC train movement shall not leave the yard that they are working in, until proper communication has been established with such train.

- Crews will clear mainline tracks as soon as possible and within 20 minutes upon receipt of notification that KCS or UPRR needs access to the mainline.
- Prior to accessing mainline track(s)

  Engineer shall contact the KCS Crew/ Yardmaster via radio for mainline access permission prior to entering mainline tracks. If no response, contact via phone 409-832-5442
- Engineer shall request access to go from point A to point B
- If access denied, request time frame for access granted
- KCS radio to remain ON while on mainline tracks

- Crew shall ONLY go from point A to point B AFTER permission is granted
  - *Communicate mainline access process to switch crew*
  - Engineer will notify crew via PSC radio they are switching to the KCS channel to request mainline access
  - Crew members will acknowledge it is safe to switch radio channel to KCS.
  - Engineer will notify crew via PSC radio channel of request for mainline access result

    Engineer will notify crew when finished with the KCS channel and now returning fully to PCS radio channel.
  - *W*hen occupying mainline tracks, all switch crew personnel shall operate under Restricted Speed and be alert for any train movement from any direction.
  - Restoring mainline tracks
  - Crewmembers shall re-align all necessary switches for mainline travel.
  - Engineer shall contact the KCS Crew/ Yardmaster via radio to notify KCS that PSC is clear of the mainline. If no response, contact via phone 409-832-5442
  - Engineer will notify crew via PSC radio they are switching to the KCS channel to request mainline access.
  - Crew members will acknowledge it is safe to switch radio channel to KCS.
  - Engineer will notify crew via PSC radio channel of request for mainline access result
  - Engineer will notify crew when finished with the KCS channel and now returning fully to PCS radio channel

Railcar Defect Flagging & Reporting

The following sections have been added to meet site specific requirements:

Railcar Defect Reporting Process

- If a railcar is found defective, immediately stop all movement and notify leadership.
- Leadership shall notify ExxonMobil FLS/ Safety Coordinator.
- Inform entire crew of the nature of the defect and where railcar will be placed.
- Record railcar ID and defect type on the shift report and switch crew bulletin board.

When leaking railcars are discovered:

NOTE: All employees must protect themselves and co-workers from leaking railcar(s). Never attempt to touch, sniff, or taste leaking product. Refer to ExxonMobil guidelines if any employee is exposed or come into contact with leaking product.

- STOP all movement and notify leadership immediately
- Leadership shall notify ExxonMobil FLS/ Safety Coordinator
- ExxonMobil FLS will coordinate proper course of action
- Further instructions on when/ where to move the leaking railcar will be given by the FLS following an investigation.

Blue Flagged Tank Cars and Hopper Cars

- Railcars with blue flagging applied to any or all corners of a railcar indicates the railcar has a defect.
  - The railcar may be safe to move however, the railcar could have a defect that could cause personal injury or possible defective safety device.
- Never remove blue flag(s) attached to any part of a railcar without leadership approval.
- Railcars with blue flagging cannot be placed on spot, unless spotting for offload.
- Railcars with blue flagging cannot be placed in any outbound train for shipment, no exceptions.

Red Stickered Railcars

- Railcars with red stickers applied to the hand brake wheel of a railcar indicates the railcar has a defect.
  - The railcar may be safe to move however, the railcar could have a defect that could cause personal injury or possible defective safety device.
  - Use extreme caution when moving these railcars and ensure it is safe to mount railcar prior to attempting to mount equipment.
- Never remove red sticker without leadership approval.
- Railcars with red stickers cannot be placed on spot, unless spotting for offload.
- Railcars with red stickers cannot be placed in any outbound train for shipment, no exceptions

Approval Process

The site-specific addendum should be routed to the Operations Manager for review, the Operations Manager will review the purposed changes, if there are concerns or questions, they will work directly with the site leadership to resolve. Once the issues have been resolved to the Operations Managers satisfaction, they will route to the Sr. Operations Manager or Director for review and approval. Once approved, the Sr. Operations Manager or Director will send to the OE Director to publish in PolicyTech.

Addendum Approval: Below is the approval history for site specific changes to the General Safe Switching Procedure

ADDENDUM NUMBER	DATE	APPROVED BY
1	7/14/2021	New document created by Tonya Kennedy- Approved by Craig Domingue